



## **Outside Employment**

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### **1.0 POLICY**

The County of Lee regards full time (FT) or true part time (PT) employment as a primary job, which takes precedence over other occupational pursuits in which the incumbent might be involved.

### **2.0 DEFINITIONS**

**2.1 Outside Employment** Self-employment or any employment for salaries, wages, tips, or commission other than the position held with the County of Lee.

### **3.0 PROCEDURE / RULE**

**3.1** Any employee considering outside employment shall report to the Department Director his/her intentions prior to the commencement of the job or occupation.

**3.2** The Department Director shall review the outside employment and assure that:

- A.** The nature of the work will not create a conflict of interest with the County position, and
- B.** The schedule or total hours worked will not conflict with the performance of the employee's duties with the County.

**3.3** If a Department Director declines a request of outside employment, the employee may appeal the decision of denial to the Human Resources Department, which in turn will review the declination of the request with the County Manager. (The County Manager's decision will be final)

**3.4** Failure to seek approval for outside employment as outlined in Section 3.1 or to maintain such employment when not approved shall be cause for disciplinary action up to and including termination.

- 3.5** Employees may not use Sick Time, as a result of any injury or illness arising out of or in the course of any outside employment.
- 3.6** Any employee who has received permission for employment outside Lee County Government and subsequently becomes unable to come to work at the County due to sickness or injury must reapply in writing for permission to continue other employment during the time he is unable to come to work at the County. Failure to follow this policy will result in disciplinary action up to and including dismissal.

**4.0 APPENDIX / APPENDICES**

None.